

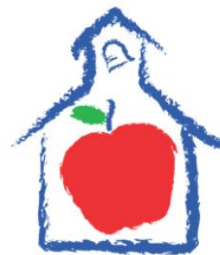


July 2014

To: School Food Authority Administrators

From: Christine Emerson, Director
School Nutrition Programs

Re: Administrative Update 2014-15



Welcome back to school! The first step to participating in OPI School Nutrition Programs during SY 2014-15 is to renew your annual agreement to participate. Login to *CNP* web at <https://apps2.opi.mt.gov/cnp/Login.asp> in order to update your Sponsor and Site Information Sheets. Please update this information as soon as possible; no later than **September 30, 2014**.

Here are some tips for navigating in the CNP system:

Once you log in, select *Program Year 2015*. Within the *Sponsor Summary*, select the “Applications” tab and click “Add” next to the *Sponsor Info Sheet*. Much of the information is carried over from the previous school year. Please take time to review and update any necessary information on the Sponsor and Site Information Sheets.

Items to note on the Site Information Sheets:

- Skip Lines 45-50 that detail the preceding year’s *meals served*. This data will be automatically filled in.
- Skip Lines 51-53. The free and reduced-price eligibility information will auto populate after the October reimbursement claim has been submitted.
- Skip Lines 54-61 detailing the *Community Eligibility Provision* (CEP) data. This information will be completed by OPI staff if applicable and approved to participate.
 - Approved CEP sites - within the meal *Participation* types of the *National School Lunch Program* (line 62) and the *School Breakfast Program* (line 68), select the “Participate in Regular Program” dropdown option. Upon approval, OPI will appropriate the correct CEP participation.
- Menu Planning - by submitting the form, you are attesting that the school will continue to follow the new meal pattern requirements.

Pricing and Non-Pricing Programs

It is important to know which type of program your school site(s) offer to your students.

Pricing Programs collect free and reduced-price meal applications from households and charge/claim students respectively.

In **Non-Pricing Programs**, all students receive meals at no charge. Non-pricing programs typically include the *Community Eligibility Provision* (CEP) and *Provision 2* program types for the National School Lunch Program and School Breakfast Program. For further information about these types of non-pricing programs, please review the attached detailed sheet.



After School Snack Programs with at least 50 percent area eligible for free and reduced-price meals qualify to receive the free reimbursement rate for snacks served to all students regardless of each individual student's eligibility status and are served snacks at no charge. After School Snack Programs with non-area eligibility have the choice to operate as a pricing program or as a non-pricing program. For further information regarding the After School Snack Program, review the packet online at http://opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/.

Local Educational Agencies (LEAs) with Pricing Programs – Meal Eligibility

The second step to operating School Nutrition Programs during SY 2014-15 is helping eligible students access school meals through direct certification and free and reduced-price school meals applications. It is recommended to directly certify eligible students through the online Direct Certification Application (DCA) system *before mailing* applications to households that are not already directly certified for school meals. This will ease administrative paperwork and decrease duplication. The DCA system relies on updated enrollment information reported to AIM in order to match potential SNAP and TANF eligible children. Therefore, it is best to begin reporting student enrollment information to AIM as soon as possible. Private non-public/non-accredited schools that *do not* report student data to AIM will need to work with OPI, School Nutrition Programs differently to directly certify SNAP/TANF eligible children (further instructions will be sent soon).

The following updated materials for households applying for free or reduced-price meals are available on the School Nutrition Programs website at www.opi.mt.gov/schoolfood/index.html in the *Forms and Guidelines* page. These forms are **required** to successfully administer the School Nutrition Programs. For a complete list of annual requirements, please review the 2014-15 School Nutrition Programs Check List.

Required Free and Reduced-price Application materials include:

- Free and Reduced-price School Meals Application 2014-15
- Public Release
- Letter to Households
- Free and Reduced-price School Meals Application and Instructions for Applying
- Notice to Households of Approval/Denial of Benefits
- Income Eligibility Guidelines 2014-15

*Insert your district's specific information in the **[bold bracketed fields]** of the required forms. If you make additional changes, you must submit them to OPI School Nutrition Programs for approval.*

Local Educational Agencies (LEAs) with Non-Pricing Programs (Provisions)

Non-Pricing Programs operating CEP or Provision sites *do not* collect free and reduced-price materials from households and *do not* send notices of direct certification eligibility to households. For a complete list of annual requirements, please review the 2014-15 School Nutrition Programs Check List (asterisked items will not apply).

Call our office at (406) 444-2501 with questions. Have a wonderful school year!